

## ***Chapter 9 - Data Corrections***

For corrections to data in the SWQMIS database, a SWQM Data Correction Request (DCR) form is submitted to DM&A. The data correction procedures in this chapter have been developed to maintain and fully document the integrity and reliability of the data in the SWQMIS.

### **SWQM Data Correction Request Description**

To request a correction, TCEQ staff submit a SWQM Data Correction Request form to the DM&A data managers. TCEQ contractor or cooperator agencies should complete and submit the form to their TCEQ program area project manager for delivery to DM&A. See the Required Information section below for details on the form fields. Omissions may delay completion of a request and/or require a DM&A data manager to contact the requestor for more information. Requests may be submitted either by standard mail, e-mail, or facsimile. See the Documentation section below for additional information about specific types of requests.

### **Data Correction Process**

The DCR is completed and submitted. In general, it is the responsibility of the individual or program that submitted the data to prepare a Data Correction Request form when necessary.

Submitting entities (contractors or cooperators) should fill out and submit a DCR form to their TCEQ project manager for corrections to their own data. They may also work cooperatively with their TCEQ project manager to request corrections to data other groups have submitted. The project manager forwards DCR forms to the DM&A data managers for processing.

TCEQ staff who discover errors in their own data should submit a completed DCR form directly to their programs DM&A data manager. TCEQ staff should contact the appropriate TCEQ project manager to inquire about other data they believe to be incorrect.

The DM&A Data Manager logs the DCR into the DCR Tracking Access Data Base and saves the DCR form in the appropriate folder in Waterdata.

DM&A data managers review the request and perform any necessary impact analysis, which may require obtaining further information from the requestor or other affected parties.

Once analysis is complete and a course of action selected, a DM&A data manager either completes the correction manually via the SWQMIS application or submits a SQL request with explanatory comments and the SQL code through the SWQMIS project manager to the Information Resources (IR) staff. The IR staff will approve and process the code in the production database.

The DM&A data manager sends confirmation of completion to the requestor via e-mail and stores a hardcopy of the request in the DM&A library. The DCR Tracking Database is updated with action taken and completion date. A soft copy of the signed DCR is also available under the Water Data folder on the shared network drive of the agency.

### **Data Correction Required Information**

#### **Action Code**

Record in the 'Action Code Column' the appropriate code for either 'Add', 'Flag', or 'Correct' (A, F, C).

A = Add; Use this code to add information to a sample existing in the database.

F = Flag; Use this code to qualify data with a Data Qualifier Code (see App. E).

C = Correction; Use this code to correct a value existing in the database. If a correction is required, all fields on the Existing line and the necessary fields on the Correction line must be filled out.

**Tag ID**

Record in the Tag Id Column the Tag ID or Sample Set ID of the sample to be corrected.

**Station ID**

Record in the Station ID Column the Station ID that identifies the location of the sample.

**End Date**

Record in the End Date Column the end date of the sample in mm/dd/yyyy format.

**End Time**

Record in the End Time Column the end time of the sample.

**End Depth**

Record in the End Depth Column the end depth of the sample

**Data Source**

Record in the Data Source Columns the data source of the sample: Submitting Entity, Collecting Entity, and Monitoring Type.

**Parameter Code**

Record in the Parameter Code Column the parameter code for the sample.

**Value**

Record in the Value Column the measured value in the sample.

**Data Qualifier**

Provide any data qualifier code applicable to the value.

**Verify Flag**

If the value is outside the database minimum-maximum range for this parameter code, verify that the value is accurate.

**Documentation**

**Lab Errors**

In the case of the analyzing laboratory reporting errors or necessary corrections, documentation from the lab will be considered sufficient documentation to proceed with a correction without explicit request from the FOD sample collector.

**Large-Volume Data Correction Requests**

When requesting corrections to large numbers of records (more than 25), DM&A requires that requestors submit an electronic list of the records to be updated in addition to the SWQM Data Correction Request. This is to protect data integrity and to document the intent of the request with complete clarity. This electronic list should include all fields on the SWQM Data Correction Request (Tag ID, Station ID, End Date, End Time, End Depth, Data Source information, plus Parameter Code, and Value if applicable). Spreadsheets (such as Excel files) and pipe-delimited text files are acceptable formats. Contact DM&A with any questions regarding these instructions or the data correction process.